



City of Central Falls Job Posting

LOCATION: Central Falls City Hall
580 Broad Street, Central Falls, Rhode Island 02863

POSITION TITLE: Deputy Finance Director

DEPARTMENT: Finance Department

SALARY: \$65,000 - \$75,000

POSITION TYPE: Full-time
Monday - Friday; 8:30am - 4:30pm

POSITION DESCRIPTION SUMMARY

The Director of Finance, a highly responsible, full-time administrative position, is responsible for the coordination, planning, and management of all ongoing funds management, accounting systems and related reporting. Acts as assistant to the Director of Finance and provides oversight or financial reporting, management of cash flow for all funds and ensures compliance with requisite internal controls.

DUTIES AND RESPONSIBILITIES

The Deputy Director of Finance provides day to day finance administration, direction, and guidance to the Director of Finance. Assists the Director of Finance in the following essential functions and responsibilities:

- Adherence to all financial reporting and disclosure requirements in accordance with Rhode Island General Laws; Rhode Island Department of Muni Finance, Office of the Auditor General, Governmental Accounting Standards Board (GASB), Internal Revenue Service, Municipality's Charter and Code of Ordinances of the Municipality.
- Participates in the planning of and manages the Annual financial audit and budget formulation.
- Ensures that department operations conform to local, state, and federal government regulations, and other applicable rules and policies.

- Responsible for ensuring reconciliations of all asset, liability, and equity accounts are performed monthly activity for all funds.
- Responsible for complete and accurate posting of automated accounting journal posting activity to all fund ledgers on a daily basis.
- Complete annual accruals and depreciation entries for all fixed assets.
- Supervision of accounts payable, tax collections and personnel disbursement functions related to the municipality's expenditure and payroll control accounts, as well as the execution of cash transfers to other funds, outside agencies and vendors.
- Effective utilization of all automated financial report generation programs and writers
- Implementation of internal controls and processes.
- Attends municipality's Council meetings, administrative staff meetings and other meetings as needed/required.
- Performs other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to manage and prioritize multiple tasks.
- Ability to work independently with limited direction and instruction within the scope of assignments.
- Excellent interpersonal, analytical, and problem-solving skills.
- Must be able to take initiative while paying close attention to detail and completing all follow up required.
- Must demonstrate accountability
- Ability to work effectively with a diverse population
- Ability to compose effective and grammatically appropriate written communication, such as policies, emails, and letters.
- Must be able to produce accurate documents in an efficient manner.
- Proficient with Microsoft Office suite, Infinite Visions a major PLUS.

EDUCATION AND EXPERIENCE REQUIRED

- Education qualifications required would generally be acquired with a bachelor's degree in accounting, finance or some closely related field from an accredited college or university.
- Demonstrated ability to perform the essential functions of the job typically acquired through five or more years of related experience in a Controller or Finance Manager position.
- Experience with developing and implementing internal controls and processes preferred.
- Thorough knowledge of the principles of financial accounting, with special emphasis on GASB/Public Accounting.

PREFERENCE IN HIRING WILL BE GIVEN TO:

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

LANGUAGE SKILLS

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at sufficient speed of at least 50 words per minute.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <http://www.centralfallsri.us/nondiscrimination>

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled